



"A successful man is one who can build a firm foundation with the bricks that others throw at him".

– bv David Brinklev

**Division of Purchasing, Idaho Department of Administration
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Purchasing Update

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HAPPY THANKSGIVING



The Division of Purchasing would like to wish all of you a Happy and Safe Thanksgiving. We have so much to be thankful for. Please remember our soldiers that won't be home for the Holidays. The following poem might be an appropriate reminder.

*"Just tell us you love us, and never forget.
To fight for our rights back at home while we're gone,
To stand your own watch, no matter how long.
For when we come home, either standing or dead,
To know you remember we fought and we bled.
Is payment enough, and with that we will trust,
That we mattered to you as you mattered to us."*

PURCHASING WORKSHOP'S

We would like to thank each of you that took time out of your busy schedules to attend the recent purchasing workshop held in Boise.

We would also like to thank the speakers and the different agencies that hosted these workshops. We appreciate all the help with organizing, and the comfortable accommodations.

We hope you found it useful to tour the Federal Surplus facility and hopefully you all left with a better understanding of how to save your agency some dollars with the availability of good used equipment. Remember, they can always do a search for an item (and usually locate one) even if they don't have it in stock. Lastly, we hope you all left with a new/used pocket knife of some sort? What a selection. A big thank you to Bruce Hutchinson and his staff for the information and tour.

We also want to thank the Idaho Liquor Dispensary for use of their warehouse for our workshop. Thanks again to Bill Applegate, Kay Bennett, Kevin McMichael, Leo Bartolazzo and the rest of the staff for the guided tours and all the help with setting up. It was very informative to see what a huge operation they are responsible for. It is truly a well organized team effort with which they provide service to all the locations in the State with minimal staff.

Jay Becker, Grainger's, STW Contract for Industrial Tools and Supplies presented an overall review of their many products and services. Grainger's also provided a supply of catalogs and the donuts for our workshop.

Patti Best, Division of Environmental Quality (DEQ) presented information and updates on Alternate Fuels and new locations throughout the State.

NIGP WORKSHOPS

The Idaho Division of Purchasing is offering purchasing training on a regular basis. To see our complete list for the upcoming months, visit the website at; www.adm.idaho.gov/purchasing and click on the link to State Buyer Training for additional information.

The next NIGP Seminar, Developing and Evaluating a Request for Proposal (RFP'S) in the Public Sector (CEU Units 2.25) is being held on December 13 – 15, 2006. Please send an e mail to pearl.smith@adm.idaho.gov for more information. The cost is \$500.00 per person for the 3 day seminar. The deadline to register for the December seminar is November 27, 2006. Remember - Seminar credits can be used for UPPCC certification and re-certification!

The instructor for this class will be Dick Florey. Dick has a very unique teaching style with various "hands on" projects. Be assured that you will have fun while learning.

This course is uniquely designed to prepare procurement professionals to use the RFP process to its maximum potential. The class agenda will identify the process, offer a key understanding of the elements of the proposal and ascertain ways in which the document can be used to its full capability. Pitfalls and success stories will make the class relevant and applicable when planning to incorporate this type of solicitation into the government process.

The next scheduled NIGP workshop;

Contract Administration – (CEU Units 2.25) - January 22 - 24, 2006

PAST NIGP SEMINAR NEWS

The Introduction to Public Procurement Workshop that was held October 18 – 20, 2006 – and instructed by Jane Lopez. As requested, the slide presentation is now available on our website. Please visit the website at; www.adm.idaho.gov/purchasing and click on the link to State Buyer Training to view the presentation.

VENDOR (SUPPLIER) FAIR



Please mark your calendars for our Vendor Fair that will be held at the Holiday Inn, **April 17, 2007**. The Division of Purchasing will offer informational and training sessions throughout the day.

The purpose of this event is to bring together our Contractors and other key businesses with State and Public Agency Buyers for the purpose of interacting and sharing information, gaining additional product knowledge and discussing available contracts and services. Plan to join us for an opportunity to meet Statewide Contractors and various other Suppliers that do business with the State of Idaho.

PURCHASING TIPS

For those of you new to purchasing. The following is a helpful suggestion as to the disposal of all types of batteries and cell phones.

For small users the most convenient is the mobile household hazardous waste sites around town or their permanent facility at the local landfill.

Here is more info:

http://www.cityofboise.org/public_works/services/solid_waste/house_haz/

In addition to the standard ways of disposal, we would like to share with you what one of the buyers at ITD did with their old cell phones.

Jack Keller, ITD had approximately 60 old cell phones to dispose of. He called the cell phone company to see if they had any kind of program in place for disposal or recycling. He was informed that for each phone he donated back, they would ship a phone for use by our soldiers overseas with 100 minutes of time at no charge. Way to go Jack!



PEOPLE ON THE MOVE

Welcome to Steve Vinsonhaler, State Purchasing Specialist for the Military Division, replacing Mark McClaine.

I sincerely apologize if I have missed someone. Please keep me informed of promotions, moves and changes so that we can share this information with others. It is always helpful to know who the contacts are within the agencies.

STATEWIDE CONTRACTS UPDATES

Effective December 1, 2006 Statewide Furniture Contracts have been amended to reflect a price increase on HON Furniture. The price increase varies from 3% -7% depending on the item(s).

The following contracts have been updated on the state web site at:

<http://www.adm.idaho.gov/purchasing/stwidecntrcs.html>

SBPO 1227-01 Intermountain Design
SBPO 1228-01 Business Interiors
SBPO 1229-01 Corporate Express
SBPO 1232-01 Corporate Express

FYI, Statewide Bid for Indefinite Vehicles will be opened on Monday, November 27, 2006 and we anticipate having a Contract in place within 7-10 days or as soon as possible. Please call Tony Opalka at 208-332-1603 or anthony.opalka@adm.idaho.gov if you have any questions regarding Vehicles.

FYI, Statewide Copier Contracts, "A number of replacement models have been approved, to replace discontinued models on the existing statewide copier contract. The amendments and updated award summary will be posted to the website in the near future. In the interim, if you have any questions regarding which models are currently available, or any questions regarding pricing, service or any other questions related to the statewide copier contract, please contact Sarah Hilderbrand at 208-332-1631 or sarah.hilderbrand@adm.idaho.gov."

If you have a need or would like to see a commodity provided as a Statewide Contract, we would like to hear from you.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov